

TOWN OF CLINTON  
RE-ORGANIZATION MEETING  
JANUARY 3, 2022  
6:00 p.m.

CALL TO ORDER & FLAG SALUTE

ROLL CALL

STATEMENT OF ADEQUATE NOTICE

SWEARING IN OF COUNCILMAN NICK BRUNO

SWEARING IN OF COUNCILMAN KYLE PERLOFF

MAYOR'S COMMENTS

PUBLIC COMMENTS

RESOLUTIONS:

1. RESOLUTION APPOINTING MUNICIPAL ATTORNEY: Richard P. Cushing & Tara St. Angelo (Gebhardt & Kiefer)
2. RESOLUTION APPOINTING MUNICIPAL ENGINEER: Robert Clerico, P.E. (Van Cleef Engineering)
3. RESOLUTION APPOINTING ALTERNATE TOWN ENGINEER: Andrew S. Holt, P.E., P.P. (Suburban Consulting Engineers, Inc)
4. RESOLUTION APPOINTING WATER CONSULTING ENGINEER: Andrew S. Holt, P.E., P.P. (Suburban Consulting Engineers, Inc)
5. RESOLUTION APPOINTING SEWER ENGINEER: David Chanda & Andrew Holt (Suburban Consulting)
6. RESOLUTION APPOINTING SEWER CONSULTING ENGINEER: David Chanda, Suburban Consulting
7. RESOLUTION APPOINTING ALTERNATE SEWER ENGINEER: Robert Clerico, P.E. (Van Cleef Engineering)
8. RESOLUTION APPOINTING ALTERNATE WATER ENGINEER: Van Cleef Engineering
9. RESOLUTION APPOINTING STATEWIDE INSURANCE FUND COMMISSIONER: Richard Phelan
10. RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT: Brown and Brown
11. RESOLUTION APPOINTING MUNICIPAL INSURANCE AGENT: Caroline Conboy (Brown and Brown)
12. RESOLUTION APPOINTING FUND COMMISSIONER – Richard Phelan
13. RESOLUTION APPOINTING BOND COUNSEL: Edward J. McManimon (McManimon & Scotland)
14. RESOLUTION APPOINTING MUNICIPAL AUDITOR: Warren Korecky, R.M.A. (Suplee, Clooney, and Company)
15. RESOLUTION APPOINTING MUNICIPAL PLANNER, James T. Kyle, PP/AICP (Kyle & McManus Associates LLC)
16. RESOLUTION APPOINTING TOWN ARBORIST, Lou Spanner (Spanner Shrubs & Trees)
- 17 – 20. RESOLUTIONS FOR THE TOWN OF CLINTON COURT:
  17. Court Administrator Lynn Lorenz
  18. Prosecutor Katharine Errickson
  19. Public Defender Scott Mitzner

21. RESOLUTION FOR CHECK SIGNING AUTHORIZATION
22. RESOLUTION AUTHORIZING CHECKS BEING ISSUED TO NJ MOTOR VEHICLES COMMISSION
23. RESOLUTION FOR APPOINTMENT OF MUNICIPAL OFFICIALS
24. RESOLUTION FOR APPOINTMENT OF BOARD, COMMITTEE & COMMISSION MEMBERS
25. RESOLUTION AUTHORIZING MUNICIPAL ATTORNEY and TAX ASSESSOR TO FILE  
CORRECTIVE APPEALS
26. RESOLUTION FOR REDEMPTION CALCULATIONS FEE
27. RESOLUTION APPROVING BANK DEPOSITORIES
28. RESOLUTION FOR INVESTMENTS
29. RESOLUTION FOR OFFICIAL NEWSPAPERS
30. RESOLUTION FOR INTEREST RATES
31. RESOLUTION SETTING 2022 COUNCIL MEETING DATES
32. RESOLUTION AUTHORIZING TAX COLLECTOR TO CANCEL/REFUND
33. RESOLUTION FOR 2022 TEMPORARY BUDGET
- 34-35. RESOLUTIONS FOR 2022 SALARIES:
34. NON-CONTRACTUAL
35. TEAMSTERS
36. RESOLUTION AUTHORIZING SIGNING CHECKS FOR MAILING OF UTILITY BILLS
37. RESOLUTION TO MAINTAIN PETTY CASH FUND FOR THE MUNICIPAL CLERK
38. RESOLUTION TO MAINTAIN PETTY CASH FUND FOR THE POLICE CHIEF
39. RESOLUTION TO USE APPROVED VENDORS DURING WATER EMERGENCY
40. RESOLUTION APPOINTING ANIMAL CONTROL OFFICER, Laura Roerig, ACO
41. RESOLUTION AUTHORIZING CONTRACT WITH ARCHITECT – NADER HOUSE OF DESIGN

## PAYMENT OF BILLS

ANNOUNCEMENTS - *Happy New Year 2022!*

## ADJOURNMENT

RESOLUTIONS will not be read in their entirety. They have been posted on the Town Bulletin Board and copies have been made available to the press.

TOWN OF CLINTON

RESOLUTION #1-22

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
RICHARD P. CUSHING AND TARA ST. ANGELO of GEBHARDT & KIEFER  
FOR MUNICIPAL ATTORNEY

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Municipal Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Gebhardt & Kiefer has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, Gebhardt & Kiefer has completed and submitted a Business Entity Disclosure Certification which certifies that Gebhardt & Kiefer has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Municipal Attorney from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Gebhardt & Kiefer; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current Budget, Legal, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Gebhardt & Kiefer as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Richard P. Cushing of Gebhardt & Kiefer.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022

RESOLUTION #2-22

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
ROBERT CLERICO, P.E. of VAN CLEEF ENGINEERING  
FOR MUNICIPAL ENGINEER

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Municipal Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Van Cleef Engineering has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, Van Cleef Engineering has completed and submitted a Business Entity Disclosure Certification which certifies that Van Cleef Engineering has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Municipal Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Van Cleef Engineering; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Van Cleef Engineering as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Van Cleef Engineering.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022

TOWN OF CLINTON

RESOLUTION #3-22

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
ANDREW S. HOLT, P.E., P.P. of SUBURBAN CONSULTING ENGINEERS, INC.  
FOR ALTERNATE TOWN ENGINEER

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of an Alternate Town Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Suburban Consulting Engineers, Inc. has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, Suburban Consulting Engineers, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Suburban Consulting Engineers, Inc. has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Alternate Town Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Suburban Consulting Engineers, Inc.; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Suburban Consulting Engineers, Inc. as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Suburban Consulting Engineers, Inc.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 4-22

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
ANDREW S. HOLT, P.E., P.P. of SUBURBAN CONSULTING ENGINEERS, INC.  
FOR WATER CONSULTING ENGINEER

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Water Consulting Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Suburban Consulting Engineers, Inc. has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, Suburban Consulting Engineers, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Suburban Consulting Engineers, Inc. has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Water Consulting Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Suburban Consulting Engineers, Inc.; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Water Utility Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Suburban Consulting Engineers, Inc. as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Suburban Consulting Engineers, Inc.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022

TOWN OF CLINTON  
RESOLUTION # 5-22

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
DAVID CHANDA AND ANDREW HOLT of SUBURBAN CONSULTING ENGINEERS,  
INC.  
FOR SEWER ENGINEER

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Sewer Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Suburban Consulting Engineers, Inc. has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, Suburban Consulting Engineers, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Sewer Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Suburban Consulting Engineers, Inc.; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Sewer Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with David Chanda and Andrew Holt of Suburban Consulting Engineers, Inc. as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Suburban Consulting Engineers, Inc.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 6-22

APPOINTMENT OF SEWER CONSULTING ENGINEER

WHEREAS, there exists a need for the retaining and hiring of consulting engineering services, and

WHEREAS, funds are or will be made for this purpose, as provided in the 2022 municipal budget, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for professional services must be publicly advertised,

NOW, THEREFORE BE IT RESOLVED by the Common Council of the Town of Clinton as follows:

1. That David Chanda and Andrew Holt of the firm of Suburban Consulting Engineers, Inc. are hereby appointed as sewer consulting engineer to perform municipal services for the Town of Clinton during the period encompassed in the 2022 municipal budget, the amount of said contract not to exceed the amount budgeted for engineering services.
2. The Mayor and Town Clerk are hereby authorized and directed to execute agreements with:

David Chanda and Andrew Holt of Suburban Consulting Engineers, Inc.

3. This contract is awarded as a professional service under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.).
4. A copy of this resolution and the contract between the Town of Clinton and David Chanda and Andrew Holt of Suburban Consulting Engineers will be made available for public inspection in the offices of the Town Clerk during normal business hours.
5. Notice of these appointments shall be published in the Hunterdon Review as required by law.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022



TOWN OF CLINTON

RESOLUTION # 7-22

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
VAN CLEEF ENGINEERING  
FOR ALTERNATE SEWER ENGINEER

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of an Alternate Sewer Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Van Cleef Engineering has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, Van Cleef Engineering has completed and submitted a Business Entity Disclosure Certification which certifies that Van Cleef Engineering has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Alternate Sewer Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Van Cleef Engineering; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Sewer Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Van Cleef Engineering as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Van Cleef Engineering.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 8-22

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
VAN CLEEF ENGINEERING  
FOR ALTERNATE WATER ENGINEER

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of an Alternate Water Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Van Cleef Engineering has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, Van Cleef Engineering has completed and submitted a Business Entity Disclosure Certification which certifies that has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Alternate Water Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Van Cleef Engineering; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Water Utility Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Van Cleef Engineering as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Van Cleef Engineering.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 9-22

RESOLUTION APPOINTING STATEWIDE INSURANCE FUND COMMISSIONER

WHEREAS, the Town of Clinton (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Town of Clinton that Richard Phelan, Public Works/Business Administrator, is hereby appointed as the Fund Commissioner for the Local Unit for the year 2022; and

BE IT FURTHER RESOLVED that Cecilia Covino, Municipal Clerk, is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2022; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Name of Entity: Town of Clinton

By: \_\_\_\_\_  
Janice Kovach, Mayor

ATTEST:

\_\_\_\_\_  
Cecilia Covino, Municipal Clerk

This Resolution agreed to the 3rd day of January, 2022 by a vote of:

\_\_\_\_ Affirmative    \_\_\_\_ Abstain    \_\_\_\_ Negative    \_\_\_\_ Absent

TOWN OF CLINTON

RESOLUTION # 10-22

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Town of Clinton (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of "Local Unit", in the County of Hunterdon, and State of New Jersey, as follows:

1. The Town of Clinton hereby appoints Brown and Brown as its local Risk Management Consultant.
2. The Public Works/Business Administrator and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2022 in the form attached hereto.

Name of Entity: Town of Clinton

Attest:

\_\_\_\_\_

\_\_\_\_\_  
Richard Phelan  
Public Works/Business Administrator

C e r t i f i c a t i o n

I, Cecilia Covino, Clerk of the Town of Clinton, County of Hunterdon, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on this 3<sup>rd</sup> day of January, 2022

\_\_\_\_\_  
Cecilia Covino, Municipal Clerk

Witness my hand and seal of the Town of Clinton

This 3<sup>rd</sup> day of January 2022

**2022 FUND YEAR  
STATEWIDE INSURANCE FUND**

**RISK MANAGEMENT CONSULTANT'S AGREEMENT**

**THIS AGREEMENT** entered into this 3<sup>rd</sup> day of January, 2022 among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, Town of Clinton, ("MEMBER") and Brown and Brown ("CONSULTANT") through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

**WHEREAS**, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

**WHEREAS**, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

**WHEREAS**, the MEMBER desires these professional services from the CONSULTANT; and

**WHEREAS**, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

**WHEREAS**, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

**NOW, THEREFORE**, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
  - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
  - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
  - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
  - (d) explain to the MEMBER, or its representatives the operation of the FUND.
  - (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
  - (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
  - (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.

- (h) assist in the claims settlement process, if required, by MEMBER or FUND.
  - (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
  - (j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
  - (k) act in good faith and fair dealing to the FUND.
  - (l) perform other duties for the FUND as may be required from time to time by the FUND.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
  - (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
  - (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).
  - (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.
3. The term of this Agreement shall be from **January 1, 2022 to January 1, 2023**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

**ATTEST:**

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**Member Representative**

**ATTEST:**

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**Risk Management Consultant Corporate Officer**

**ATTEST:**

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**Statewide Insurance Fund Chairperson**

**EXHIBIT A  
STATEWIDE INSURANCE FUND**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE**  
**(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful professional service entity's requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The successful professional service entity shall submit to the Statewide Insurance Fund, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

**OR**

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

**OR**

(c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Statewide Insurance Fund during normal business hours.

**The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.**

**The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.**

COMPANY: \_\_\_\_\_  
Risk Management Consultant

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



TOWN OF CLINTON

RESOLUTION # 11-22

APPOINTMENT OF MUNICIPAL INSURANCE AGENT

BE IT RESOLVED, that Caroline Conboy of Brown and Brown, is hereby appointed to serve as Insurance Agent for the Town of Clinton, in the County of Hunterdon, for the calendar year 2022, and

BE IT RESOLVED, that pursuant to the requirement for the statutory insurance services for the year 2022 for the Town of Clinton, in the County of Hunterdon, and the requirements under the Local Public Contracts Law, the following resolution is hereby adopted:

WHEREAS, there exists a need for the performance of the statutory insurance services for the year 2022, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" and the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the Town of Clinton, in the County of Hunterdon, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute an agreement with:

Caroline Conboy of Brown and Brown,

2. This contract is awarded as a "Professional Service" under the provisions of the Local Public Contracts Law, subject to N.J.S.A. 40A:11-1 et seq.) which states that "No local unit shall be required to advertise for bids for any of the work performed pursuant to 40A:5-4"
3. A notice of this action shall be printed once in the Hunterdon Review.

---

Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022

**RESOLUTION # 12-22**  
**STATEWIDE INSURANCE FUND**  
**RESOLUTION APPOINTING FUND COMMISSIONER**

WHEREAS, The Town of Clinton (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Town of Clinton (Local Unit) that Richard Phelan is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2022**; and

BE IT FURTHER RESOLVED that Cecilia Covino is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2022**; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Town of Clinton

ATTEST:

\_\_\_\_\_

Cecilia Covino  
Clerk

By:\_\_\_\_\_

Richard Phelan  
Business Administrator

This Resolution agreed to the 3<sup>rd</sup> day of January, 2022, by a vote of:

\_\_\_\_\_Affirmative \_\_\_\_\_Abstain \_\_\_\_\_Negative \_\_\_\_\_Absent



## STATEWIDE INSURANCE FUND

A JOINT INSURANCE FUND SERVING NEW JERSEY'S COMMUNITIES SINCE 1994

ONE SYLVAN WAY

PARSIPPANY, NJ 07054

862-260-2050

FAX 862-260-2058

Let Statewide Insurance Fund better serve you by reaching the right people in your Entity. Please provide information for the individuals we should contact regarding the following Statewide Insurance Fund membership benefits:

**Entity Name \***

--

**Primary Contact**

The Primary Contact is the main point of contact for communication from Statewide

Primary Contact Name

Primary Contact Professional Title

Primary Contact Phone

Primary Contact Email Address


**Fund Commissioner**

The Fund Commissioner is the person who represents members for official Fund business and is appointed by the member's governing body via resolution.

Fund Commissioner Name

Fund Commissioner Email


**Alternate Fund Commissioner**

The Alternate Fund Commissioner is the backup for the Fund Commissioner governing body, appointed via resolution by the governing body of the member.

Alternate Fund Commissioner Name

Alternate Fund Commissioner Email


**Billing Contact**

The Billing Contact will receive future invoices.

Billing Contact Name

Billing Contact Professional Title

Billing Contact Phone

Billing Contact Email Address

Billing Contact Address if different

Billing Contact City

Billing Contact Location

Billing Contact Zip/Postal Code


**Claim Contact**

The Claim Contact receives claims related correspondence.

Claim Contact Name

Claim Contact Professional Title

Claim Contact Phone

Claim Contact Email Address


TOWN OF CLINTON  
RESOLUTION # 13-22

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
EDWARD J. McMANIMON of McMANIMON & SCOTLAND  
FOR BOND COUNSEL SERVICES

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Bond Counsel Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, McManimon & Scotland has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, McManimon & Scotland has completed and submitted a Business Entity Disclosure Certification which certifies that McManimon & Scotland has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Bond Counsel Attorney from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by McManimon & Scotland; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current, Water and Sewer Budgets, Legal, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with McManimon & Scotland as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and McManimon & Scotland.

---

Cecilia Covino, RMC/CMC  
Municipal Clerk

DATED: January 3, 2022

RESOLUTION # 14-22

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
WARREN KORECKY, R.M.A. of SUPLEE, CLOONEY AND COMPANY  
FOR MUNICIPAL AUDITOR

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Municipal Auditor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Suplee, Clooney and Company has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, Suplee, Clooney and Company has completed and submitted a Business Entity Disclosure Certification which certifies that Suplee, Clooney and Company has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Municipal Auditor from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Suplee, Clooney and Company; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current Budget, Audit, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Suplee, Clooney and Company as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Suplee, Clooney and Company.

---

Cecilia Covino, RMC/CMC  
Municipal Clerk

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 15-22

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
JAMES T. KYLE, PP/AICP of KYLE & MCMANUS ASSOCIATES LLC  
FOR MUNICIPAL PLANNER

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Municipal Planner as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Kyle & McManus Associates LLC has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, Kyle & McManus Associates LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Kyle & McManus Associates LLC has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Municipal Planner from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Kyle & McManus Associates LLC; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current Budget, Legal, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Kyle & McManus Associates LLC as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and James t. Kyle, PP/AICP of the firm Kyle & McManus Associates LLC.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 16-22

APPOINTMENT OF TOWN ARBORIST

BE IT RESOLVED, that Lou Spanner of Spanner Shrub & Tree Care is hereby appointed to serve as the Town of Clinton's Tree Expert for the 2022 calendar year; and

BE IT FURTHER RESOLVED, that pursuant to the requirements under the Local Public Contracts Act, the following resolution is hereby adopted:

WHEREAS, the Town of Clinton has many specimen and ornamental trees in its right of ways that require the services of a highly trained tree expert to diagnose problems, the cause of their diseases, and perform preventative care necessary for the trees in the Town; and

WHEREAS these services cannot readily be put out to bid because they are extraordinary and unique and require an individual with great skill, knowledge, and experience in the diagnosis of tree related problems; and

WHEREAS Lou Spanner has extensive expertise diagnosing such problems, has a well-deserved reputation as a tree expert, and has spent many years advising the Town in the care and maintenance of its trees; and

WHEREAS funds are or will be made available for this purpose to be certified by the Local Finance Officer.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Clinton as follows:

1. That the Mayor and Clerk are hereby authorized and directed to execute a contract, without competitive bidding, with Lou Spanner of Spanner Shrub & Tree Care for tree diagnostic and rehabilitation services.
2. The work to be performed by Mr. Spanner shall be in accordance with proposals approved by the Mayor and Council.

---

Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 17-22

AUTHORIZING THE MUNICIPAL COURT OF THE TOWN OF CLINTON TO ENGAGE A  
MUNICIPAL COURT ADMINISTRATOR

WHEREAS, the Town of Clinton, Hunterdon County, New Jersey, has entered into an inter-local municipal services agreement for the creation of a shared municipal court with the Township of Clinton; and

WHEREAS, this court will be known as the Municipal Court of the Town of Clinton; and

WHEREAS, the Municipal Court requires the services of a Municipal Court Administrator for the Calendar Year 2022; and

WHEREAS, the Municipal Court of the Town of Clinton has authorized the appointment of the person named herein as the Court Administrator.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Clinton, Hunterdon County, New Jersey, hereby ratifies the Appointment of Lynn Lorenz as the Certified Court Administrator of the Municipal Court of the Town of Clinton for the Calendar Year 2022.

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Janice Kovach, Mayor

ATTEST:

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Cecilia Covino, RMC/CMC  
Town Clerk

DATED: January 3, 2022



TOWN OF CLINTON  
RESOLUTION # 18-22

AUTHORIZING THE MUNICIPAL COURT OF THE TOWN OF CLINTON TO ENGAGE A  
MUNICIPAL COURT PROSECUTOR

WHEREAS, the Town of Clinton, Hunterdon County, New Jersey, has entered into an inter-local municipal services agreement for the creation of a shared municipal court with the Township of Clinton; and

WHEREAS, this court will be known as the Municipal Court of the Town of Clinton; and

WHEREAS, the Municipal Court requires the services of Municipal Court Prosecutor for the Calendar Year 2022; and

WHEREAS, the Municipal Court of the Town of Clinton has authorized the appointment of the person named herein as the Court Prosecutor.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Clinton, Hunterdon County, New Jersey, hereby ratifies the Appointment of Katharine Errickson of the Errickson Law Group, LLC, as the Court Prosecutor of the Municipal Court of the Town of Clinton for the Calendar Year 2022.

\_\_\_\_\_  
Janice Kovach, Mayor

ATTEST:

\_\_\_\_\_  
Cecilia Covino, RMC/CMC  
Town Clerk

DATED: January 3, 2022

TOWN OF CLINTON  
RESOLUTION # 19-22

APPOINTING THE MUNICIPAL COURT OF THE TOWN OF CLINTON PUBLIC  
DEFENDER AND CONFLICT/ALTERNATE PUBLIC DEFENDER

WHEREAS, the Town of Clinton, Hunterdon County, New Jersey, has entered into an inter-local municipal services agreement for the creation of a shared municipal court with the Township of Clinton; and

WHEREAS, this court will be known as the Municipal Court of the Town of Clinton; and

WHEREAS, the Municipal Court of the Town of Clinton has authorized the appointment of the persons named herein as the Public Defender and the Conflict /Alternate Public Defender.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Clinton, Hunterdon County, New Jersey, hereby ratifies the Appointment of Scott Mitzner as the Public Defender and Anthony Rotunno as the Conflict /Alternate Public Defender of the Municipal Court of the Town of Clinton for the Calendar Year 2022.

---

Janice Kovach, Mayor

ATTEST:

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Cecilia Covino, RMC/CMC  
Town Clerk

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION #20-22

AUTHORIZING THE MUNICIPAL COURT OF THE TOWN OF CLINTON TO ENGAGE A  
MUNICIPAL COURT JUDGE

WHEREAS the Town of Clinton, Hunterdon County, New Jersey, has entered into an inter-local municipal services agreement for the creation of a shared municipal court with the Township of Clinton; and

WHEREAS this court will be known as the Municipal Court of the Town of Clinton; and

WHEREAS the Municipal Court requires the services of a Municipal Court Judge for the Calendar year 2022; and

WHEREAS the Municipal Court of the Town of Clinton has authorized the appoint of the person named herein as the Court Judge.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Town of Clinton, Hunterdon County, New Jersey, hereby ratifies the Appointment of Eric M. Perkins as the Certified Court Judge of the Municipal Court of the Town of Clinton for a three year appointment expiring 2024.

---

Janice Kovach, Mayor

ATTEST:

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Cecilia Covino, RMC/CMC  
Municipal Clerk

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION #21-22

CHECK SIGNING AUTHORIZATION

WHEREAS, from time to time the Mayor is unavailable to sign checks, and

WHEREAS, it is necessary that an additional person be authorized to sign checks in the absence of the Mayor so that bills can be paid in a timely manner,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Clinton, that in the absence of the Mayor, Councilwoman Sherry Dineen, be authorized to sign checks.

---

Cecilia Covino, RMC/CMC  
Town Clerk

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 22-22

AUTHORIZATION TO ISSUE CHECKS TO THE NJ MOTOR VEHICLE COMMISSION

WHEREAS, the Town of Clinton has the need to register municipal vehicles during the calendar year; and

WHEREAS, the first Council meeting is held on the second Tuesday of the month when bills are approved for payment and the delay in registering vehicles would impact their use;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Town of Clinton that the Chief Financial Officer be authorized to issue a check payable to the NJ Motor Vehicles Commission for the amount required to register municipal vehicles; and

BE IT FURTHER RESOLVED that the Mayor be authorized to sign said check providing that the voucher for said payment be included on the bill list for approval at the next Council Meeting.

---

Cecilia Covino, RMC/CMC  
Municipal Clerk

DATED: January 3, 2022

TOWN OF CLINTON  
RESOLUTION #23-22  
APPOINTMENTS OF MUNICIPAL OFFICIALS

<u>APPOINTMENTS – MUNICIPAL OFFICIALS</u>		<u>2022</u>
Municipal Clerk	Cecilia Covino	Tenured
Deputy Municipal Clerk	Nancy Burgess	1 Yr. Appt
Registrar	Cecilia Covino	Tenured
Deputy Registrar	Nancy Burgess	1 Yr. Appt.
Alternate Deputy Registrar	Caitlin Haughey	1 Yr. Appt.
Assessment Search Officer	Cecilia Covino	1 Yr. Appt
Tax Search Officer	Joy Wilson	1 Yr. Appt
Chief Financial Officer	Kathy Olsen	Tenured
Deputy Treasurer	Joy Wilson	1 Yr. Appt
Tax Collector	Kathy Olsen	Tenured
Deputy Tax Collector	Joy Wilson	1 Yr. Appt
Financial Assistant	Allison Witt	1 Yr. Appt
Collector of Sewer Rents	Cecilia Covino	1 Yr. Appt
Collector of Water Rents	Nancy Burgess	1 Yr. Appt
Zoning Officer	Allison Witt	1 Yr. Appt
Construction Official	Kevin Fleming	Tenured
Construction Control Officer	Allison Witt	1 Yr. Appt
Fire Official	John Daniels	1 Yr. Appt.
Electrical Inspector and Building Inspector	Kevin Fleming	Tenured
Electrical Sub Code Official		
Plumbing Sub Code Official, Building Sub Code Official, and Building Inspector	Dan Niro	Tenured
Fire Sub Code Official and Appt. Fire Inspector	Dennis Allen	2 <sup>nd</sup> of 4 year

TOWN OF CLINTON  
RESOLUTION #23-22 (2 of 2)

<b><u>ADDITIONAL MUNICIPAL APPOINTMENTS</u></b>		<b>2022</b>
Code Enforcement / Housing Officer	Allison Witt	1 Yr. Appt
Water Superintendent	Art Dysart	1 Yr. Appt
Superintendent – WWTP	Bob Niezgoda	1 Yr. Appt
Lab Super & Manager – WWTP	Barbara Hartsell	1 Yr. Appt
Land Use Secretary	Allison Witt	1 Yr. Appt
Board of Health Secretary	Cecilia Covino	1 Yr. Appt
School Crossing Guards	Karen Cruse	1 Yr. Appt
	Suzanne Ocello	1 Yr. Appt
	Lisa Kubinak	1 Yr. Appt
	Jennifer Frohlick	1 Yr. Appt
	Heidi Bavaro	1 Yr. Appt
	Gloria Schreck	1 Yr. Appt
	Carina Reihl-Lubsen	1 Yr. Appt
Town Physician	The Doctor's In	1 Yr. Appt
	St. Luke's Care Now	1 Yr. Appt
Rep. to Office on Aging	Vacancy	1 Yr. Appt
Tax Assessor	Fran Kuczynski	Tenured
Public Agency Compliance Officer (PACO)	Kathy Olsen	1 Yr. Appt

**RESOLUTION #24-22**  
**2022 - BOARDS, COMMISSIONS, AND COMMITTEES**

**AFFORDABLE HOUSING**                      **3 Year Appointment**

Mayor	Council Rep
Sally Simpson	(2023) Senior Rep.
Kathleen Colognato	(2023)
John Curreri	(2023)

**BOARD OF HEALTH**                      **(3 Year Appointment – (Mayor Appointment))**

Nick Bruno	(Council Rep)
Judy Lilien	(2022) Chairperson
Ann Holt	(2024)
Sally Simpson	(2022)
Vacancy	(2022)

**COMMUNICATIONS COMMITTEE**                      **(1 Year Appointment)**

Mike Humphrey	Council Rep.
Megan Johnson	Council Rep.
Kyle Perloff	Council Rep.
Nancy Burgess	
John Creech	

**ECONOMIC DEVELOPMENT & GRANTS COMMITTEE**

Mike Humphrey	Council rep
Kyle Perloff	Council rep
Ross Traphagen	Council rep
Elizabeth Halpin	
Vacancy	Business owner
John Creech	
Molly Padmos	

**EMERGENCY MANAGEMENT**                      **(2 Year Appointment)**

Coordinator	Cory Kubinak - Police Chief (3 <sup>rd</sup> yr of 3 yr. Appt)
Deputy Coordinator	Chris Miller

**TEAM**

Law Enforcement Coordinator	Police Chief
Mayor	Janice Kovach – Mayor
Water	
Sewer	



## **2022 BOARDS, COMMISSIONS, COMMITTEES**

Page 2 of 3

### **ENVIRONMENTAL COMMISSION – (3 Year Appointment)**

Mike Humphrey	(Council Rep) (2023)
Vacant	(2022) Land Use Board Liaison
Dean Solomos	(2022)
John Kashwick	(2023) Shade Tree Liaison
Rebecca Walters	(2023)
Veronique Lambert	Chairperson

### **FILMING COMMISSION – (1 Year Appointment)**

J. Cory Kubinak	Chief of Police
Janice Kovach	Mayor

### **HISTORIC PRESERVATION COMMISSION – (3 Year Appointment)**

Vacancy	Town Historian – 1 Yr. Appt. Interim Chair
Ross Traphagen	Council Rep.
Carol Crawford-Jones	(2022)
Holly Lione	(2024)
Marcia Hansen	(2023)
Carol Beder	(2023)
Roger Mellick	(2022)
Rosemarie Platt	(2022)
Donna Van Weeren	(2024) Liaison to Land Use Board

#### **Alt. #1**

Norma Kania

### **OFFICE ON AGING - 1 Year Appointment**

Vacancy	Municipal Coordinator
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### **PLATINUM COMMITTEE**

Michael Humphrey – Councilman  
Ross Traphagen      Councilman  
Norma Kania  
Galen Tinder

**2022 BOARDS, COMMISSIONS, COMMITTEES**

Page 3 of 3

**LAND USE BOARD****(4 Year Appointment)**

Class I	Janice Kovach	Mayor - concurrent with mayor's term (2023)
Class II	Jonas DeVita	(2025)
Class III	Sherry Dineen	(2022) 1 year term concurrent with council term
Class IV	Jeremy Padmos	(2025)
	Donna Van Weeren	(2025) Liaison to Historic Commission
	Neil Viotto	(2024)
	Craig Sailer	(2023) Chairman
	Bryan Lubsen	(2024)
	James Smith	(2022)
	Brian Kelly	(2022)

Alternates: #1 Chesley Snider (2023)  
#2

**RECREATION COMMITTEE – (Mayor Appointment )**

Kyle Perloff	(Council Rep) Plenary Member – Ex-Officio -non voting (Council Rep) Member – voting member
Paul Arnold	
Brad Cohen, Chair	(2023)
Sean Rogan, Vice chair	(2022)
Mary Ann Shea, Secretary	(2023)
Laura Burr	(2024)
Dino Rentoulis	(2024)
Jeremy Padmos	(2022)

**Alternate #1**

Kristina Tuxhorn (2022) – 2 year term

**Alternate #2**

(2022) 1 year term

**SHADE TREE COMMISSION****(5 Year Appointment)**

Nick Bruno	(Council Rep)
John Kashwick Chairman	(2025) (Environmental commission liaison)
Dan Shea	(2026)
Patricia Daley	(2024)
Whitney Whetherill	(2024)
Kim Stentz	(2026)

**S.W.A.C.****(1 Year Appointment )**

N/A

# COUNCIL APPOINTMENTS 2022

2022	Mayor	Bruno	Dineen	Humphrey	Johnson	Perloff	Traphagen
Affordable Housing (1)	X						
Board of Assistance - Ceil Covino (1)			X				
Board of Health - Ceil Covino (1)		X					
Police/Community Center Bldg. (3)	X*	X					X
Clinton Guild Liaison (1)						X	
Economic Development/Grants (3)				X		X	X
Platinum Club (2)				X			X
Environmental Commission (1)				X			
Finance (3)	X*		X		X		
Fire Commissioner (1)				X			
Historic Commission (1)							X
Land Use Board (2)	X		X				
Communications (3)				X	X	X	
Personnel (3)	X*				X	X	
Police Commission/Laborers (2)	X*		X				
Recreation Committee (1)						X	
Rescue Squad (1)							X
Road/Bldgs. & Ground Committee (3)		X	X*				X
School Board (1)					X		
Sewer Committee (3)	X*			X	X		
Shade Tree Commission (1)		X					
Water Committee (3)	X*	X	X				
Park/Playground Committee (3)		X			X*	X	

\*CHAIR

\*\*BACK UP

TOWN OF CLINTON

RESOLUTION # 25---22

AUTHORIZING MUNICIPAL ATTORNEY and THE TAX ASSESSOR TO FILE  
CORRECTIVE APPEALS AND COUNTER CLAIMS

WHEREAS, from time to time errors are made in computing tax assessments;  
and

WHEREAS, it is necessary for the Town of Clinton to file corrective appeals of  
such errors with the Hunterdon County Board of Taxation; and

WHEREAS, it is also necessary for the Town of Clinton to file, in cases of  
increase, counterclaims as deemed necessary, with the Hunterdon County Board of  
Taxation; and

WHEREAS, the Attorney General has determined that the proper persons to file or  
defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to  
stipulations of appeals, are the Municipal Attorney and the Tax Assessor,

NOW, THEREFORE, BE IT RESOLVED by the Town Council that the  
Municipal Attorney and the Tax Assessor of the Town of Clinton are hereby authorized  
to file corrective appeals with the Hunterdon County Board of Taxation and to sign  
stipulations of appeals on behalf of the Town of Clinton which he/she feels are proper and  
in the best interest of the municipality.

BE IT FURTHER RESOLVED by the Town Council that the Municipal Attorney  
and the Tax Assessor of the Town of Clinton are hereby authorized to file counterclaims  
in cases of increase with the Hunterdon County Board of Taxation as necessary. That the  
Tax Assessor send written copies of such corrected assessments to the Chief Financial  
Officer/Tax Collector, the Mayor and Council and the individuals involved no later than  
June 1, 2022.

\_\_\_\_\_  
Mayor Janice Kovach

ATTEST:

\_\_\_\_\_  
Cecilia Covino, RMC/CMC, Town Clerk

I, Cecilia Covino, Clerk of the Town of Clinton, do hereby certify the foregoing  
to be a true copy of a Resolution adopted by the Mayor and Council at their re-  
organization meeting held January 3, 2022.

\_\_\_\_\_  
Cecilia Covino, RMC/CMC  
Town Clerk

RESOLUTION # 26-22

REDEMPTION CALCULATIONS FEES

WHEREAS as a result of law P.L. 2010, c320, pertaining to fees that are chargeable through the Tax Collector's Office, a new fee for the redemption calculations was adopted, and;

WHEREAS the law provides for a fee up to \$50.00 for each calculation of a redemption for a lienholder, and;

WHEREAS the law allows a property owner or a person who has a right to redeem the ability to request two redemption calculations per year at no cost, and;

WHEREAS if additional redemption requests are received, within a calendar year, By the property owner or person who has a right to redeem, the law allows the Tax Collector to charge a fee of \$50.00 for each calculation;

THEREFORE, BE IT RESOLVED, the fee for each additional redemption request submitted to the Town of Clinton Tax Collector will be \$50.00 for each calculation.

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Mayor Janice Kovach

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 27-22

APPROVING BANK DEPOSITORIES

BE IT RESOLVED, that Official Bank Depositories for the Town of Clinton be designated as follows for the year 2022:

TD Bank  
PNC Bank  
Unity Bank  
Wells Fargo  
Bank of America  
Peapack-Gladstone Bank  
New Jersey Cash Management  
Investors Savings  
Provident Bank  
Chase

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Cecilia Covino, RMC/CMC  
Municipal Clerk

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION #28-22

RESOLUTION FOR INVESTMENTS

WHEREAS, it is in the best interest of the Town of Clinton to make investments from time to time of funds in the Current Account, Water and Sewer operating Accounts and;

WHEREAS, changes in the investments must be made from time to time and at times which do not coincide with regular meetings of the Town Council;

NOW THEREFORE BE IT RESOLVED, that the Chief Financial Officer be and hereby is authorized to invest and reinvest said funds in the Current Account and Water and Sewer Operating Accounts without the need of a formal resolution of Council for each investment or turn-over of funds, provided that investments are made in accordance with the recommendations of the Finance Committee of Council.

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Cecilia Covino, RMC/CMC

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 29-22

DESIGNATION OF NEWSPAPERS TO  
RECEIVE OPEN PUBLIC MEETINGS ACT

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq., requires that public entities designate newspapers for the receipt of notices of public meetings; and

WHEREAS, the Open Public Meetings Act provides that one of the newspapers designated to receive such notices shall be an official newspaper of the public entity, if one has been designated as such; and

WHEREAS, the Town of Clinton has not designated an official newspaper; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Clinton, Hunterdon County, New Jersey, that the following newspapers and websites are hereby designated as newspapers to receive notices required under the Open Public Meetings Act for 2022:

1. Hunterdon Review
2. Hunterdon County Democrat
3. Courier-News
4. The Star Ledger
5. NJ.com

DATED: January 3, 2022



TOWN OF CLINTON

RESOLUTION # 30-22

ESTABLISHING INTEREST RATES

WHEREAS, N.J.S.A. 54:4-67 et seq., permits the governing body to fix the rate of interest to be charged for the nonpayment of taxes, assessments, or other municipal charges.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Clinton, that the rate of interest on unpaid taxes and other municipal charges shall be eight percent per annum on the first One Thousand Five Hundred (\$1,500.00) Dollars of delinquency and 18 percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500.00) Dollars to be calculated from the date the tax was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day (including the date payment was due) following the date upon which the same became payable; and

BE IT FURTHER RESOLVED, that the rate of interest on unpaid water and sewer bills shall be eight percent per annum up to One Thousand Five Hundred (\$1,500.00) Dollars of delinquency and 18 percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500.00) Dollars to be calculated from the date the bill was payable until the date of actual payment, provided that no interest shall be charged if payment of any bill is made within thirty (30) calendar days following the billing date; and

BE IT FURTHER RESOLVED, that in addition to the interest provided above, on all delinquencies in excess of Ten Thousand (\$10,000.00) Dollars and which are not paid prior to the end of the fiscal year, the tax collector shall also collect a penalty of six (6) percent of the amount of the delinquency in excess of Ten Thousand (\$10,000.00) Dollars.

BE IT FURTHER RESOLVED, that the Municipal Clerk provide a certified copy of this resolution to the Tax Collector.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

DATED: January 3, 2022

TOWN OF CLINTON  
RESOLUTION # 31-22

RESOLVED, that the Town of Clinton Common Council will meet on the second and fourth Wednesdays of each month, said meetings to be held in the Council Chambers in the Municipal Building, 43 Leigh Street following a State of Emergency. Until that time, meetings will be held through the use of streaming services and other online meeting platforms according to N.J.S.A. 10:4-8 (b) These scheduled meetings, beginning at 7:30 p m, are as follows:

YEAR 2022

January	12 26	July	13 27
February	9 23	August	10 24
March	9 23	September	14 28
April	13 27	October	12 26
May	11 25	November	9 23
June	8 22	December	14 28

TOWN OF CLINTON

RESOLUTION #32-22

AUTHORIZING TAX COLLECTOR TO CANCEL/REFUND

WHEREAS, N.J.S.A. 40A:5-17.1 provides that the governing body of a municipality may authorize by resolution a municipal employee to process, without further action on the part of the governing body, the cancellation of any property tax refund or delinquency of less than \$5.00,

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Clinton that Kathy Olsen, Certified Tax Collector, be authorized to process the cancellation of any property tax refund or delinquency of less than \$5.00.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

DATED: January 3, 2022

**2022 TEMPORARY BUDGET  
RESOLUTION #33-22**

**WHEREAS**, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2022 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January 2022; and

**WHEREAS**, the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of **\$4,593,414.83 for the Current Budget**, and **\$2,167,150.00 for the Water Utility Budget**, and **\$2,032,284.00 for the Sewer Utility Budget**; and

**WHEREAS**, 26.25% of the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2020 budget is the sum of **\$1,205,771.39 for the Current Budget**, and **\$568,876.88 for the Water Utility Budget**, and **\$533,474.55 for the Sewer Utility Budget**;

**NOW, THEREFORE, BE IT RESOLVED** that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records:

<b><u>CURRENT ACCOUNT</u></b>	<b><u>SALARIES &amp; WAGES</u></b>	<b><u>OTHER EXPENSES</u></b>
Mayor & Council	\$ 4,590.00	\$ 4,000.00
Communications		1,500.00
Municipal Clerk	27,500.00	8,200.00
Financial Administration	21,420.00	4,000.00
Assessment of Taxes	12,672.00	1,000.00
Revenue Administration	10,046.00	3,000.00
Legal Services		10,000.00
Engineering Services		5,000.00
Land Use Board	6,706.00	2,000.00
Environmental Commission		250.00
Fire Prevention	5,612.00	500.00
Police	370,000.00	50,000.00

2.

<u>CURRENT ACCOUNT</u>	<u>SALARIES &amp; WAGES</u>	<u>OTHER EXPENSES</u>
Historic Commission	\$	\$ 250.00
Emergency Management	3,122.00	1,000.00
Streets & Roads	35,146.00	37,900.00
Shade Tree Commission		2,500.00
Solid Waste Collection		50,000.00
Buildings & Grounds	18,166.00	15,000.00
Community Center		1,000.00
Safety Administration		250.00
Vehicle Maintenance		18,000.00
Recycling	1,148.00	12,200.00
Board of Health	1,301.00	500.00
Recreation Services		630.00
Maintenance of Parks		1,875.00
Construction Officials	17,361.00	1,500.00
Housing/Rental Officer	5,806.00	
Gasoline		22,000.00
Natural Gas		7,000.00
Electricity		14,000.00
Telephone		4,000.00
Street Lighting		8,410.00
Water		464.00
Fire Hydrant Rental		8,000.00
Solid Waste Disposal Costs		64,299.00
Social Security		37,815.00
Unemployment Insurance		2,500.00
General Liability Insurance		83,000.00
Workers Comp Insurance		43,000.00
Employee Health Insurance		91,332.39
Affordable Housing		200.00
Municipal Court		47,100.00
<b>TOTALS</b>	<b>\$ 540,596.00</b>	<b>\$ 665,175.39</b>
Debt Service		
Bond Interest		\$ 19,685.00

3.

	<u><b>SALARIES &amp; WAGES</b></u>	<u><b>OTHER EXPENSES</b></u>
<b>WATER UTILITY</b>	\$ 221000.00	\$ 327,376.88
Social Security		20,000.00
Unemployment Insurance		500.00
<b>TOTALS</b>	<u><b>\$ 221,000.00</b></u>	<u><b>\$ 347,876.88</b></u>
Debt Service		
NJEIT Principal		\$ 91,126.05
NJEIT Interest		\$ 35,546.09
Bond Interest		\$ 110,476.25
 <b>SEWER UTILITY</b>	 \$ 200,000.00	 \$ 318,174.55
Social Security		15,000.00
Unemployment Insurance		300.00
<b>TOTALS</b>	<u><b>\$ 200,000.00</b></u>	<u><b>\$ 333,474.55</b></u>
Debt Service		
NJEIT Principal		\$ 9,522.77
NJEIT Interest		\$ 5,233.70
Bond Interest		\$ 21,625.00

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MAYOR JANICE KOVACH

Passed and Approved:

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Town Clerk

**RESOLUTION #34-22**  
**2022 SALARY RESOLUTION**

**BE IT ORDAINED** by the Mayor and Town Council of the Town of Clinton in the County of Hunterdon and State of New Jersey as follows:

That the following position titles within the Town of Clinton in the County of Hunterdon, the respective salaries or compensation set forth below are hereby fixed as the maximum amounts to be paid for the year 2022:

<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Mayor	5,610.00
Council Members	5,100.00
Town Clerk	89,173.80 Ceil
Assessment Search Officer	1,473.75 Ceil
Collector of Taxes	10,125.00 Kathy
Deputy Tax Collector	17,731.26 Joy
Tax Search Officer	1,459.57 Joy
Tax Assessor	26,718.54 Fran
Assistant to Tax Assessor	7,850.86 Louise
Collector of Water Rents	63,752.81 Nancy
Chief Financial Officer	64,775.96 Kathy
Deputy Treasurer	16,955.39 Joy
Treasurer of Water Utility	26,152.47 Kathy
Finance Assistant #1	35,755.21 Joy
Finance Assistant #2	27,653.03 Allison
Secretary to Land Use Board	18,889.68 Allison
Secretary to Board of Health	2,654.12 Ceil
Registrar of Vital Statistics	2,654.12 Ceil
Public Works/Business Administrator	135,796.84 Rich
Superintendent of Water Department	92,065.97 Art
Superintendent of Wastewater Treatment Plant	98,346.16 Bob N.
Laboratory Supervisor/Manager	94,440.08 Barbara
Public Works/Water Department Foreman	32.57 Steve
Wastewater Treatment Plant Foreman	24.23 Eli
Chief of Police	149,758.30* Cory

2.

School Crossing Guard	19.90
Clerical	18.45/Hr. Chris
Emergency Management Coordinator	3,690.00 Cory
Emergency Management Administrative Assistant	1845.00 Matt Miller
Building Sub-Code Official	4,182.00 Dan Niro
Fire Sub-Code Official	1,874.19 Dennis Allen
Fire Inspector	1,249.46 Dennis Allen
Plumbing Sub-Code Official	10,023.08 Dan Niro
Construction Control Official	29,778.37 Allison
Zoning Officer	8,938.01* Allison
Fire Prevention Officer	18,904.69 Jack
Code Enforcement/Housing Officer	10,862.63 Allison
Housing Officer Assistant	5,332.05 Joy
Electric Sub-Code Official	6,501.84 Kevin F.
Construction Official	8,532.51 Kevin F.
Building Inspector	2,625.41 Kevin F.
Janitor Community Center	18.45 Matt G.
Mileage	Per IRS Regulations

The foregoing resolution shall take effect immediately upon passage and publication thereof according to law.

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MAYOR JANICE KOVACH

Passed and Approved:

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Town Clerk

\*Salary includes shared services agreements.



**RESOLUTION #35-22**  
**2022 SALARY RESOLUTION**

**BE IT ORDAINED** by the Mayor and Town Council of the Town of Clinton in the County of Hunterdon and State of New Jersey as follows:

That the following position titles within the Town of Clinton in the County of Hunterdon, the respective salaries or compensation set forth below are hereby fixed as the maximum amounts to be paid for the year 2022:

<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Public Works Employee #1	\$28.94/Hr.-Hoffman
Public Works Employee #2	20.84/Hr.-Lauber
Public Works Employee #3	20.21/Hr.-Brown
Public Works Employee #4	20.21/Hr.-Monthony
Public Works Employee #5	20.21/Hr.-Raphel
Public Works Employee #6	19.84/Hr.-Duarte
Public Works Employee #7	19.84/Hr.-Maszczakl
Public Works Employee #8	22.25/Hr.-Gonzalez
Public Works Employee #9	19.84/Hr.-Dysart, J.
Stand-by Pay	10.00/Hr.

The foregoing resolution shall take effect immediately upon passage and publication thereof according to law.

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MAYOR JANICE KOVACH

TOWN OF CLINTON

RESOLUTION #36-22

AUTHORIZATION TO SIGN CHECKS FOR MAILING OF UTILITY BILLS

WHEREAS, the Water and Sewer Utilities prepare the bills for mailing during the first week of the month and in order to mail the bills, a check must be issued to the Postmaster, Flemington, for the postage and

WHEREAS, the first Council meeting is held on the second Wednesday of the month when bills are approved for payment and the delay in mailing the utility bills will impact receipts of the Water and Sewer Utility.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Clinton that the Chief Financial Officer be authorized to issue a check payable to the Postmaster, Town of Clinton for the amount of postage needed for mailing of the utility bills, and

BE IT FURTHER RESOLVED that the Mayor be authorized to sign said check providing that the voucher for said payment be included on the bill list for approval at the next Council Meeting.

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Cecilia Covino, RMC/CMC  
Municipal Clerk

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 37-22

AUTHORIZING THE MUNICIPAL CLERK OF THE TOWN OF CLINTON  
TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$100.00

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund for the Town of Clinton, and

WHEREAS, it is the desire of the Mayor and Council that said fund be continued under the direction of the Municipal Clerk;

NOW, THEREFORE, BE IT RESOLVED, on this 3<sup>rd</sup> day of January 2022 by the Mayor and Council of the Town of Clinton, New Jersey, that the following Petty Cash Fund be established:

Municipal Clerk, Cecilia Covino, \$100.00

The Municipal Clerk, having custody of the Fund, must maintain said Fund in accordance with the laws and regulations governing its operation

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Mayor Janice Kovach

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Cecilia Covino, Municipal Clerk

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 38-22

AUTHORIZING THE POLICE CHIEF OF THE TOWN OF CLINTON TO MAINTAIN  
A PETTY CASH FUND IN THE AMOUNT OF \$250.00

WHEREAS N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund for the Town of Clinton, and

WHEREAS it is the desire of the Mayor and Council that said fund be continued under the director of the Police Chief;

NOW, THEREFORE, BE IT RESOLVED, on this 3<sup>rd</sup> day of January 2022 by the Mayor and Council of the Town of Clinton, New Jersey, that the following Petty Cash Fund be established:

Police Chief, Cory Kubinak, \$250.00

The Police Chief, having custody of the Fund, must maintain said Fund in accordance with the laws and regulations governing its operation.

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Mayor Janice Kovach

Adopted:

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Cecilia Covino, RMC/CMC  
Town Clerk

DATED: January 3, 2022

TOWN OF CLINTON

RESOLUTION # 39-22

APPROVED VENDORS FOR A WATER EMERGENCY

WHEREAS, the Town of Clinton Water Utility experiences various emergencies such as water main breaks, pump and motor failures; and

WHEREAS, when such emergencies occur, time is of the essence to make repairs in an expedient manner so as not to affect the health and welfare of their customers; and

WHEREAS the Town of Clinton Water Utility has utilized the following vendors for their services in the past, and would like to call upon them in an emergency:

Samuel Stothoff Company  
Rowe Electric  
Penn Bower Construction  
Kusant Electric  
Pumping Services  
Coyne Chemical

WHEREAS, if any of the vendors listed above are not available, the Town of Clinton Water Utility, will search for a vendor that can provide the service required at the time of the emergency.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Town of Clinton approve the use of the above listed vendors during an emergency situation.

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Mayor Janice Kovach

DATED: January 3, 2022

**RESOLUTION # 40-22**  
**ANIMAL CONTROL OFFICER**

WHEREAS, it is required of municipalities to have a licensed and insured Animal Control Officer service the Town; and

WHEREAS, Laura Roerig, ACO, provides professional, humane and cost effective animal control services and employs certified staff members; and

WHEREAS, Ms. Roerig has vehicles equipped with professional and emergency supplies and are capable of handling all animal problems and emergencies; and

WHEREAS, the Clinton Police Department will be in charge of receiving all calls of stray animals and complaints and will be in direct contact with Ms. Roerig and

WHEREAS, Ms. Roerig will charge the Town a flat fee of \$300.00 per month; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Clinton, that Laura Roerig be retained as the Animal Control Officer for the Town of Clinton

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Cecilia Covino, RMC/CMC  
Municipal Clerk

Dated: January 3, 2022

RESOLUTION #41-22  
RESOLUTION AUTHORIZING THE PROFESSIONAL  
SERVICES CONTRACT WITH NADER HOUSE OF DESIGN

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of an Architect as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Nader House of Design has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2022; and

WHEREAS, Nader House of Design has completed and submitted a Business Entity Disclosure Certification which certifies that Nader has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the architect from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Nader House of Design; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available from the General Capital Budget, Ordinance 21-28 and Ordinance 21-26

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Nader House of Design as described herein; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Nader House of Design.

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Janice Kovach, Mayor

**TOWN OF CLINTON**  
**January 3, 2022**  
**Bill List**

**2022 Budget - Current Account**

<i>Cecilia Covino, Clerk - 2022 Petty Cash Funds</i>	<i>Petty Cash</i>	<i>100.00</i>
<i>J. Cory Kubinak, Chief of Police - 2022 Petty Cash Funds</i>	<i>Petty Cash</i>	<i>250.00</i>
<i>North Hunterdon - Voorhees HS - January 1, 2022 tax levy</i>	<i>Regional School Tax</i>	<i>428,489.33</i>
<i>T/C Board of Education - January 1, 2022 Debt Service</i>	<i>Local School Tax</i>	<i>108,656.00</i>
<i>T/C Board of Education - January 1, 2022 tax levy</i>	<i>Local School Tax</i>	<i>464,697.00</i>